# ISU Quality Matters Instructional Design Assistance Process

## Getting Started:

1. Read about using Quality Matters (QM) principles to redesign your course via [CELT’s Quality Matters at Iowa State](http://www.celt.iastate.edu/teaching/effective-teaching-practices/qm-tracks) website.
2. Set up an appointment with a CELT Online Learning Innovation Hub staff member to discuss Iowa State’s custom QM approach and your instructional design support needs. Visit the CELT Online Learning Innovation Hub in 281 Parks Library, email celt@iastate.edu or phone 515-294-5357.
3. Faculty or staff members may apply for a 50% fee reimbursement upon successful completion of a QM Workshop through the ISU Quality Matters Instructional Design Assistance Application form (next page).
4. CELT will contact you once we have reviewed the application.

## Upon Approval:

1. Go to the [QM website](https://www.qmprogram.org/myqm/) and use your ISU email address to create your MyQM login ID and account. For assistance registering your login visit [QM Help](https://www.qualitymatters.org/support-faq) website.
2. Review the [QM workshop descriptions](https://www.qualitymatters.org/professional-development/courses), decide which QM course best fits your course redesign needs.
3. Faculty or staff will pay the full QM course registration fee using the departmental ISU Purchasing Card (P-Card). Note: CELT will not reimburse if you select the invoice option.

## Upon Successful Completion:

1. Upon receiving a successful completion certificate for the QM course email it to celt@iastate.edu.
2. Once CELT verifies a faculty or staff member’s successful completion of the QM course, CELT will reimburse the faculty or staff member’s department for 50% of the course fee.
3. To discuss next steps set-up a meeting with CELT staff.

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# ISU Quality Matters Instructional Design Assistance Application

Faculty or staff members will use this form to apply for a 50% fee reimbursement upon successful completion of a QM Workshop.

## Primary Contact

Name

Email

Phone

Department

College

Institutional Role: [ ]  Faculty [ ]  Staff Member (P&S or Merit)

## Department Fiscal Officer and Account Information

Fiscal Officer Name

Fiscal Officer Email

Fiscal Officer Phone

701 account number (to be reimbursed upon successful completion of the QM workshop(s)): 701-

## Name of QM Course(s) you would like to take

Course 1

Course 2

Course 3

## Name of course(s) to be redesigned with QM Standards

Course 1

Course 2

Course 3

Please write a few sentences explaining why you want to update your course using QM Standards:

## Return completed application to:

Darrin Jones, Quality Matters Coordinator, CELT • darrinj@iastate.edu • CELT, 281 Parks Library

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